Call for Expression of Interest – Country Focal Person (CFP)

Deadline: 25th November, 2026

Section 4.3 of the "Guidelines for Internationalization of Tribhuvan University, 2026" approved by Vice Chancellor of Tribhuvan University on 13 November, 2026, has made a provision to appoint Country Focal Persons (CFP) to engage as many faculty members as possible for strengthening international cooperation. A detailed Term of Reference (ToR) is attached along with this call. The CFP is a voluntary/honorary position, shall be appointed by the Vice Chancellor, and report to Executive Director of Centre for International Relations (CIR).

In this context, CIR is pleased to call expression of interest (EoI) to contribute the university as country focal persons. The EoI can be submitted by filling this Google Form **by 25th November, 2026**: https://forms.gle/L86yTVWuByJwkk3p7

You are required to provide following information for EoI;

- Name:
- Email:
- Phone:
- Academic Title (e.g. Asst Prof. Assoc. Prof., Prof.):
- Current Affiliation (Department, Campus, Institute/Faculty):
- Country of Interest:
- Summary of international experience (within 500 words):
- Summary of prior connection/engagement with the country of interest (within 500 words)
- Proposed 2-year action plan for strengthening cooperation with the country of interest: As a separate attachment, file name: "Your Full Name – Action Plan"
- CV (please clearly highlight international experience, activities performed with the country of interest): As separate attachment, file name: "Your Full Name – CV"

The selection will be based on international experience, prior link/connection with the country of interest, and potential for contribution in expanding/strengthening research/ academic cooperation with the country of interest.

Terms of Reference (TOR) for Country Focal Person

1. Background

Tribhuvan University (TU) established in 1959, is Nepal's oldest and the largest higher education institution, catering to more than 500,000 (approx.) students annually. In the era of globalization, higher education institutions like TU must engage actively in international academic collaboration, student mobility, global research networks, and cross-border knowledge exchange. Internationalization enhances academic quality, research productivity, cultural exchange, and global visibility.

With the goal of leveraging global connectivity to strengthen TU's academic and research affairs and providing global exposure to students, staffs and faculty members, the Center for International Relations (CIR) was established in April 1998. CIR's role includes fostering cooperation between TU and the global academic institutions through academic and research collaborations. To strengthen international collaboration by mobilizing as many faculty members as possible, "**Guidelines for Internationalization of Tribhuvan University, 2026**" approved in November 2026 has made a provision to appoint any faculty members of TU as "Country Focal Person (CFP)".

This document defines Terms of Reference (TOR) for the CFP.

2. Title of the Position

The title shall be "Country Focal Person for [Country Name]", for example, Country Focal Person for Japan.

3. Key Activities of CFP

The primary purpose of the CFP is to facilitate, coordinate, expand and monitor academic, research and institutional collaboration between TU and universities and higher education institutions in the designated country. The CFP will particularly facilitate:

- **Maintain partnership database and active existing MoUs**: Maintain history of collaboration with the designated country, maintain up to database of the MoUs and collaborations based on MoUs, take initiatives to activate MoUs through various activities.
- **Identify potential partners in the designated Country and facilitate to establish new relationships**: Mapping of higher education landscape and priorities; mapping universities, research institutions and major higher-education networks based on their key attributes, strengths, and potential ways TU can benefit from them. Then facilitate to sign MoUs and start new initiatives, that contributes to internationalization of the university. The CFP, however, shall not independently enter

into binding agreements or commitments on behalf of TU unless specifically authorized by the competent authority.

- **Follow and synthesize research/academic priorities and activities of the country in Nepal**: Explore priorities as well as ongoing and planned activities by the embassy of the designated country and identify potential ways TU can get engaged or get benefit by mobilizing resources available with the embassy.
- **Promote joint research, publication and mobility activities**: Facilitate for promoting joint academic, research, publishing and mobility (faculty, student, staff) activities with the academic institutions and/or government in the designated country.
- **Initiate collaborative research projects for funding**: Explore research funding opportunities with the designated country and facilitate to collaborate with relevant institutions in the designated country to develop and apply for joint research, academic, mobility activities.
- **International students' recruitment**: Strengthen TU's visibility in the designated country and support to bring in-bound international students to TU from the designated country for regular or exchange or short-term or independent research purposes. Also facilitate to bring in-bound faculties/researchers to TU from the designated countries.
- **Facilitate for joint events**: Facilitate to organize joint conferences, seminars and workshops with institutions from the designated country.
- **Monitoring and reporting**: Regular review and monitoring of country-specific collaboration and submit periodic reports to CIR.
- **Perform other activities in close consultation with CIR**: In addition to the above-mentioned activities, perform other activities that helps internationalization of TU, in close consultation with CIR.

4. Appointment and Tenure of CFP

The CFP shall be appointed by the Vice Chancellor among the permanent faculty members of the TU. It will be a **voluntary/honorary position**. The Tenure shall be initially for two (2) years, with a possibility of extension upon satisfactory performance.

5. Institutional Protocol

The CFP shall:

- represent TU professionally;
- use official TU communication channels where appropriate;
- comply with TU rules and regulations;
- respect the autonomy of academic units;
- maintain confidentiality of institutional information;
- avoid making unauthorized financial or institutional commitments;

- maintain updated records of communication and agreements; and
- coordinate major international engagements through CIR.

6. Responsibilities of TU

This position shall be unpaid/voluntary position. TU/CIR shall

- official appointment/authorization letter
- provide institutional guidance along with details of MoUs/Agreement signed so far and other institutional memory, if any;
- engage CFPs in activities/meetings related to the designated country;
- maintain the central database of country focal persons;
- coordinate country-wise internationalization activities;
- provide standardized templates;
- facilitate communication with TU leadership;
- monitor implementation;
- consolidate country reports; and
- prepare an annual institutional report on country-specific international collaboration.

7. Coordination and Reporting

The CFP shall work in close coordination with CIR, relevant Deans, Institutes, Faculties, Research Centers, Campuses, Departments and other concerned units of TU. For administrative matters, the CFP shall coordinate with CIR and report to Executive Director of CIR. The CFP shall submit **quarterly updates** to CIR by synthesizing the activities performed in the respective quarter. At the end of the year (Fiscal Year), the CFP shall also submit a comprehensive "**Country Collaboration Performance Report**" covering activities, achievements, MoUs implementation, research collaboration, mobility, funding, international student activities, challenges, lessons learned, and proposed activities for the following year.